



# Industry Participation Policy Reporting Guidelines

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*Measuring Economic Benefit  
through Jobs, Investment and  
Supply Chain Opportunities*

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## Contractor Reporting Requirements

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### 1.1 Economic Contribution Test Reporting

There is no requirement for businesses to report against ECT outcomes at the completion of the contract. The ECT will remain an integral decision making tool when assessing quotes or tenders and the information contained in the ECT will need to be recorded on the agency's contract register.

The business will on request meet with the Industry Advocate to discuss the commitments in an ECT and reporting against those commitments.

### 1.2 South Australian IPP Plan Reporting

Reporting on IPP Plan commitments is to be included as a contractual requirement for all Government procurement where an IPP Plan has been submitted during the tender process. Reporting will compare actual activities with the actions identified in the tenderer's IPP Plan, as well as identify the source and cost of major items purchased to service the contract. A template has been prepared to assist contractors – please refer to the related documents listing at the end of these guidelines.

For contracts up to the value of \$50 million, reports are to be provided **annually** for the duration of the contract, and at completion of the contract.

For all contracts over \$50 million, reporting is to occur at least **bi-annually** throughout the life of the contract and at the completion of the contract.

The Office of the Industry Advocate (OIA) can advise Responsible Government Agencies on variations to the standard reporting requirements. Reports are to be provided to the OIA in line with contract conditions.

## Agency Reporting Requirements

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State Government Agencies will be required to report on their involvement with contracts within the scope of the South Australian Industry Participation Policy as per these guidelines, DPC Circular 33 and the State Procurement Board's Board Procurement Reporting Policy as part of their annual reporting requirements.

### 1.3 Procurement Spend within the scope of the State Procurement Board

In consultation with the OIA, the State Procurement Board (the Board) introduced a contract register policy that requires agencies to record specific information on all procurements from \$33,000 and above. This policy incorporates information specific to the Industry Participation Policy.

### 1.4 Procurement Spend outside the scope of the State Procurement Board

The *State Procurement Act 2004* (the Act) has limited application in some areas of government expenditure and as such, not all procurement spend (and therefore IPP outcomes) is being collected and reported under the scope of requirements set by the Board under the Act.

RGAs are required to report to the OIA by 15 August after the end of each financial year, the following information for all contracts above \$33,000 that are not captured by the Board Procurement Reporting Policy. This includes construction works contracts entered into by "prescribed authorities" as well as goods, services and construction works contracts entered into by "prescribed public authorities" when they are outside of the Board Procurement Reporting Policy.

## Reporting fields:

- **General Contract Information**
  - Unique Contract Identifier
  - Contract title
  - Supplier
  - Contract execution date
  - Contract commencement date
  - Contract expiry/completion date
  - Contract term, including extension options
  - Total estimated value of the contract including all options and GST
  - Number of suppliers approached
- **For contracts with an IPP Plan**
  - Type of IPP Plan – Metro, Regional or Tailored
  - Score for the winning IPP Plan
- **For contracts applying the Economic Contribution Test**
  - Type of ECT – Metro, Regional or Tailored
  - Score for the winning IPP Plan

## Contact

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